

**THE ADVISORY BOARD OF ZONING APPEALS
OF THE CITY OF RICHMOND, INDIANA**

PETITION TO APPEAL ADMINISTRATOR'S DECISION

NO. _____

DATE: _____

The Advisory Board of Zoning Appeals meets on the second Thursday of each month at 7:30 p.m. in the City Council Chambers. The Petition for Variance of Use Standards consists of the following items:

- A. General information**
- B. Proposed Written Finding of Fact**
- C. Site Plan & Sign Design**

All petitions must be filed complete, in duplicate, at least twenty-one days prior to the date of the public hearing at which the petition is to be considered. The presence of the petitioner is mandatory at the public hearing.

A. General information:

Address of property: _____

Legal Description: _____

Owner (recorded): _____

Address: _____ **Telephone:** _____

Agent: _____

Address: _____ **Telephone:** _____

Date acquired: _____ **Zone Classification:** _____

Existing use: _____

Proposed use: _____

Basis of Appeal : _____

B. Proposed Written Finding of Fact:

Comes now the Petitioner in this matter and herewith presents the following as Proposed Written Finding of Fact in regard to the petition for Variance of Use Standards, BZA _____.

1. The approval will not be injurious to the public health, safety morals and general welfare of the community because:

2. The use and value of the area adjacent to the property included in the variance will not be affected in substantially adverse manner because:

3. The strict application of the terms of the Zoning Ordinance will result in unnecessary hardship in the use of the property because special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same zoning district and which do not result from the actions of the owner such as:

and, granting the variance requested will not confer on the owner any special privilege that is denied by the Zoning Ordinance to other lands, structures or building in the same zoning district because:

C. Site Plan and Sign Design:

The Site Plan submitted is to be drawn on unlined paper at an engineering scale, with a north arrow and shall show the following:

1. All property lines.
2. Location of existing building(s).
3. Location of proposed building(s) and/or additions.
4. Location of parking spaces.
5. Existing and proposed dimensions shall be given for the following:
 - a. property lines
 - b. existing building(s)
 - c. proposed building(s) and/or additions
 - d. frontage
 - e. side yards
 - f. front yard depth
 - g. rear yard depth
6. Other pertinent information as requested by the Plan Commission Staff.
7. Sign design and size dimensions.

I hereby depose and say that all the above statements and the statements contained in all the exhibits transmitted herewith are true:

_____ Petitioner	_____ Address
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STATE OF INDIANA COUNTY OF _____.

Before me the undersigned, a Notary Public in and for the _____ County, State of Indiana, personally appeared _____ and acknowledged the execution of the foregoing instrument this _____ day of _____ 20_____

Notary Public

My commission expires_____